



# United States Department of the Interior

U.S. GEOLOGICAL SURVEY


Office of the Director  
Reston, Virginia 20192

In Reply Refer To:  
Mail Stop 602  
#GS00000667

MAY 14 2010

## Memorandum

To: All USGS Employees

From: Marcia McNutt   
Director

Subject: U.S. Geological Survey Non-Discrimination Policy Statement

The U.S. Geological Survey (USGS) is committed to the principles of Equal Employment Opportunity (EEO). All employees, applicants for employment, and members of the public who seek to participate in USGS programs, activities, and services will not be discriminated against because of any of the following:

- race
- national origin
- sex
- religion
- color
- age
- disability
- sexual orientation
- genetic information
- status as a parent

The USGS also will not tolerate reprisal against those who exercise their rights under applicable EEO laws.

As the Director of the USGS, I am committed to ensuring that all employees have the freedom to compete fairly and equitably. EEO covers all personnel and employment programs, management practices, and decisions, including but not limited to recruiting and hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.

I will ensure that EEO program requirements are enforced in accordance with the governing regulatory guidelines. The USGS will investigate and address allegations of discrimination or workplace harassment promptly and professionally. Where allegations are substantiated, appropriate action will be taken.

Employees or applicants who believe they have been discriminated against by the USGS have the right to file a complaint with the USGS, Office of Equal Opportunity. If you want to file a complaint, the first step is to contact an EEO counselor **within 45 days of the alleged discriminatory action**. You may then choose to participate in either counseling or alternative dispute resolution if available. At the end of counseling, or if alternative dispute resolution is unsuccessful, you may then file a formal EEO complaint. For additional information about the EEO complaint process, visit the [EEO Complaints Web site](http://internal.usgs.gov/ops/eo/complaints.html) at <http://internal.usgs.gov/ops/eo/complaints.html>.

I am committed to enforcing the USGS policy of fair and equitable treatment for all employees, applicants for employment, or members of the public who believe they have been subjected to unlawful discrimination.

This policy will be posted in all personnel offices, the Office of Equal Opportunity, and on the USGS internal Web site as a means to communicate the high level of importance of equal employment opportunity at the USGS. If you have any questions regarding either this policy or a specific situation related to this policy, please call the Office of Equal Opportunity or an EEO counselor at (703) 648-7770 or (866) 816-1106.